



INTERNAL/EXTERNAL POSTING

Employment Opportunity

Job Title: Waste Attendant

Job Posting #: 2026-14

Department: Waste Resources and Diversion Management (WDRM)

Location: Dundalk Transfer Station (752178 Ida Street South, Dundalk)

Status: Permanent Part-Time

Hours per Week: 10 – 15 hours

Salary / Wage: \$24.53/hour to \$27.26/hour

Application Due Date: May 20, 2026 at 2pm

The Township of Southgate is a small rural community located in the southern part of Grey County and known as the gateway to Grey County.

“Rooted in community, embracing our future”, our mission is to provide enhanced and reliable municipal services for Southgate’s community and businesses to ensure sustainability now and into the future.

Due to a vacancy, the Township of Southgate is now accepting INTERNAL/EXTERNAL applications for one (1) permanent part-time position of **Waste Attendant** at our Dundalk Transfer Station.

Job Duties:

- Dundalk Transfer Station open Tuesdays: 10am – 3pm and Saturdays: 9am – 1pm (summer months close at 3pm). April and May have additional Thursdays 10am – 3pm. May assist with Egremont transfer station from time to time.
- Provide customer service to the public.
- Responsible for a safe and orderly waste site in compliance with Township procedures and provincial legislation.
- Assess and appropriately charge fees for the disposal of solid waste.
- Manage the storage and disposal of clean wood, dirty wood, tires, steel, bale wrap, shingles, appliances and residual waste materials.
- Promotes the separation of solid waste materials and encourage reuse, reduce and recycle.

Qualifications:

- High school diploma.
- Experience in a related field an asset.
- Excellent interpersonal, communication and public relations skills and experience.
- Ability to work with minimal supervision.

For a complete job description and further information please visit the Employments Opportunities section of our website (www.southgate.ca).

Interested and qualified applicants are invited to forward their cover letter and resume to Human Resources (employment@southgate.ca or 185667 Grey Road 9, Dundalk, ON, N0C 1B0) quoting job #**2026-14** by **May 20, 2026 at 2pm**.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of candidate selection only. The Township of Southgate does not use Artificial Intelligence (AI) technology at any stage of recruitment.

The Township of Southgate is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. This document can be made available in other accessible formats as soon as practicable and upon request.